



City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of August 11, 2014

Minneapolis is a dynamic, scenic, high-energy city that offers something for everyone. Join us and you'll discover a diverse, inclusive, and rewarding work environment.

We are currently accepting applications for the following positions. Apply online at www.minneapolismn.gov/jobs. Further information can be obtained at the Human Resources Department, 250 South 4th Street, Room 100, Minneapolis, MN 55415-1339. Office hours Monday – Friday, 8:00 AM – 4:30 pm. Telephone (612)673-2282 TTY (612)673-2157

OPEN POSITIONS

Applications Programmer – MPD/911 – Exam #21462 / Hourly Salary \$25.09 up to \$34.53

There are currently two (2) non-exempt, full-time vacancies to be filled in the City of Minneapolis Information Technology (IT) Department. Anyone may apply. **Primary Responsibilities:** Responsible for application software development, maintenance, support, testing and documentation. **REQUIREMENTS: Experience:** Two (2) year of experience in Application Development/Support of large software using specific technical tools, languages, techniques, etc. **Education:** Associate's Degree in Computer Programming, Computer Science, or a closely related field. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted through Monday, August 25, 2014.**

Business Intelligence Analyst (Software Engineer II) – Exam #21533 / Annual Salary \$64,386 up to \$88,616

There is currently one (1) exempt, full-time vacancy to be filled in the City of Minneapolis Information Technology (IT) Department. This position resides in Solution Development and Engineering in the Data Management area. **Primary Responsibility:** The position is responsible for providing City-wide strategic, analytical, and technical support for business intelligence (BI) activities, including defining reporting and dashboard requirements and key performance indicators (KPI), and working with users to identify conceptual design, using appropriate tools and models, utilizing statistical knowledge and programming, and project management skills. **Required Qualifications: Experience:** The position requires 6 years of experience as a Statistical Programmer Analyst or in a similar job title, using statistical programming language(s) such as R, SAS, Stata, SPSS, or similar, including the use of software packages for data management and statistical analysis. **Education:** The position requires a Bachelor's Degree in statistics, biostatistics, mathematics, or computer science with experience and/or coursework in statistics or applied statistics. An advanced degree, Masters or PhD, in the cited areas of study is preferred. **Equivalency:** An equivalent combination of education/training and work experience may be considered. **Applications accepted through Thursday, August 21, 2014.**

Contract Administrator – Exam 21524/Annual Salary \$65,001 - \$83,371

The Contract Administrator is responsible for the development of contracts and Request for Proposals, coordinating the management and administration of contracts and establishing procedures for review and monitoring of contracts. The position will be working in Community Planning and Economic Development. **Qualifications Education:** Bachelor's Degree in Management, Finance, Business Administration, Public Administration or equivalent. **Experience:** Four years of contract management experience that has included a minimum of two years in a supervisory capacity. **Applications accepted through August 15, 2014.**

Director, Facilities, Design & Construction (Senior Project Manager)- Exam 21525/Salary \$95,203 - \$103,407

The Property Services division for the City of Minneapolis is responsible for facilities operations and maintenance, facilities design and construction, strategic real estate planning, space management and furnishings, security, energy management, radio and cellular communications for the City's municipal operations. The Director, Facilities, Design & Construction position will manage the Capital Improvements Program for the Finance & Property Services Department, including budgeting, design, construction and commissioning of new facilities, the renovation of existing facilities and building systems and the improvements to interior spaces, furniture, and equipment. **Qualifications:** Bachelor's Degree in Architecture, Facilities or Construction Management or equivalent. Six years of experience performing duties closely related to those of the position. Licenses or Professional Certifications preferred, but not required. Preferred licensures include IFMA, BOMI and USGBC. **Applications accepted through August 15, 2014.**

ERP Data Warehouse Analyst – Exam #21309 / Annual Salary \$64,386 - \$88,616

There is currently one (1) exempt, full-time vacancy to be filled in the Application Support – ERP Division of the Information Technology Department. **Primary Responsibilities:** Function as a lead application support analyst, supporting the City's existing and current Enterprise Resource Planning data warehouse. This entails having strong knowledge of Human Resource and Financial data, ability to monitor and troubleshoot the data warehouse ETL processes, and working with Human Resource (HR) and Financial & Property Services (FPS) departments' users to build new data relationships. Secondly, function as a lead application support analyst to provide software support for other software applications in use by FPS. **Qualifications:** **Required Education:** Bachelor's Degree in Computer Science, Software Engineering, Management Information Systems, or a closely related field. **Required Experience:** At least six (6) years of IT experience, with at least four (4) years working in application software support, four (4) years working with HR and Finance data in a business analyst/data analyst role, or involved in HR and Finance business intelligence, and two (2) years working with data warehouse ETL processes. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted until candidate pool has been established, determined by HR.**

Senior Public Health Researcher – Epidemiologist – Exam #21527 / Annual Salary \$56,024 up to \$77,387

The purpose of the Senior Public Health Researcher-Epidemiologist position is to develop and maintain databases, and to conduct research, quantitative data analysis and surveillance activities related to public health. Under limited supervision, initiates and leads the planning, design, and implementation of epidemiologic and research studies, including database development and management, analysis, and reporting of findings. **REQUIREMENTS:** **Education:** Master's degree in epidemiology, biostatistics, statistics, health geography, or closely related field. **Experience:** Two years of experience in public health research or surveillance, including related experience in data management and analysis and in working with community partners. **Applications accepted through Wednesday, August 20, 2014.**

Systems Integrator VI (Systems Administrator) – Exam #21530 / Annual Salary \$64,386 up to \$88,616

There is (1) full-time, exempt vacancy to be filled in City Clerk's office. **Open to all applicants.** **POSITION INFORMATION:** Provide technical direction and assistance on assigned technology taking ultimate accountability and decision making authority for projects in the Clerk/Council Office. Projects may include but are not limited to: project management and implementation for Constituent Relationship Management System, Legislative Information Management System, Records, Retention and Tracking Disposition System, and Electronic Poll-books information system. **REQUIREMENTS:** **Education:** Bachelor's Degree in Computer Science or equivalent. **Experience:** Seven years' experience performing similar duties as described above. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted through Thursday, August 14, 2014.**

CITY EMPLOYEES ONLY

Contract Compliance Officer – Exam #21528 / Hourly Salary \$24.04 up to \$33.50 This position is restricted to current City Employees.

There is currently one (1) full-time, non-exempt vacancy to be filled in the Contract Compliance Division of the Civil Rights Department. Incumbent must be able to travel to various construction job sites. **Primary Responsibilities:** Conduct and lead others in conducting desk reviews, electronic payroll reviews, on site interviews, investigations, meetings and enforcement activities to ensure contractor compliance with Chapters 139 and 423 of the Minneapolis Code of Ordinances, the Davis Bacon Act, 40 USC, HUD Section 3, 24 CFR 135 and other local and federal laws, rules and policies related to prevailing wage and equal employment opportunity within the geographic area of the City of Minneapolis. **REQUIREMENTS:** **Experience:** Two (2) years of experience performing directly related duties in the Civil Rights field, including experience with contracts, regulatory compliance, auditing/accounting, and project management. For this vacancy, experience in the Civil Rights field with specific **focus in construction** is highly desirable. **Education:** Bachelor's degree in accounting, statistics, public administration, business administration, human relations, with course work in equal opportunity and affirmative action history and legislation. A Law degree or a degree in a construction-related area is highly desirable. **Equivalency:** An equivalent combination of education, training and experience may be considered. **Applications accepted through Wednesday, August 13, 2014.**

Job Title : Residential Meter Service Worker Exam #21052

Salary \$17.601- \$23.55 per Hour **Position Information:** To provide one stop customer meter service for residential accounts in the installation, repair and maintenance of Automatic Meter Reader (AMR) systems. **Qualifications:** **Education:** High School Diploma or equivalent **License:** Possess and continue to maintain a valid Driver's License , Must have Confined Space Entry Certification** Driver's license information will only be checked for those persons who may be invited to the job interview process. **Applications accepted through Monday, August 11, 2014 through Friday, August 22, 2014**

The career possibilities are endless and personally rewarding. At the end of each day, you can reflect on the lives you have affected by working for a City department. You can take pride in having a part in making Minneapolis a great place to live and do business, while performing work that you love.